

27 May 1980

Classification Review Procedure

CRP 80-5

INFORMATION IN DOCUMENT TITLES

1. The DO normally insists on maintaining control over their own records for security reasons. They have made an exception in the case of Systematic Classification Review and the DARE System where information from DO records, albeit very limited, is put into a computer system outside the control of the DO. This exception raises considerable concern in the DO. This concern is expressed in many ways and most recently in the DO turning down a CRD offer to put a limited number of temporary records from the OSS collection into DARE. Their concern is not misplaced. How sensitive will a DARE listing be when it runs to several hundred thousand entries? The DO is well aware that DARE listings are classified SECRET. But in this era of mistrust of certain government institutions including the Agency, of FOIA and other "openness in government" initiatives, the only responsible position is that best suited to preserving the credibility of the Agency as allowable within legal requirements without which it will become more and more difficult for the Agency to fulfill its mission. It should also be noted that DO information is found in the records of the other Directorates and such records should be considered as falling within this guideline.

2. The area of primary DO concern is the "Document Title" entry. This is the most substantive statement made in DARE and therefore can be the most revealing. As in all systematic review work, we must watch for individual entries which reveal too much as well as watch for each entry's potential for contributing to a sensitive cumulative effect.

3. In general terms, do not include in document titles information and details which identify persons and organizations which have a covert relationship with the Agency of a more than normal sensitivity and which, if disclosed in aggregate form, would be extremely detrimental to the Agency's efforts. Obviously considerable judgment must be used in this area. To help the reviewer in this regard there follows a list of some DOs and DON'Ts for the type of information to be included in the Document Title when preparing input to the DARE System:

ADMINISTRATIVE - INTERNAL USE ONLY

DON'T use the true names of Agency employees.

DO use cryptonyms and pseudonyms.

DON'T use true names of agents, sources, consultants or other persons covertly associated with the Agency.

DON'T use the names of private companies, organizations, academic and other institutions covertly associated with the Agency when the document reflects or may reflect the covert relationship.

DO use such names when the document reflects only overt dealings with such entities.

DO use the identities of other U.S. government agencies which deal with the Agency.

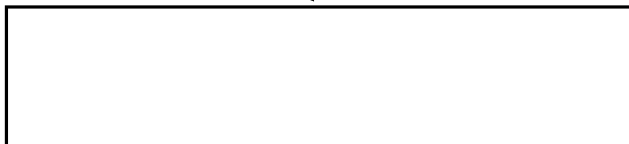
DON'T use the names of foreign liaison officers or the nationality and component title of foreign intelligence and security services.

DON'T use information which identifies the existence of an Agency overseas installation or facility.

DON'T use descriptions of operations.

DO use cryptonyms to describe operations, i.e., Project XYEXAMPLE.

STATINTL



Chief, Classification Review Division

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